



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
EMPLOYEE ASSISTANCE PROFESSIONALS BOARD
404 JAMES ROBERTSON PARKWAY, SUITE 1606
NASHVILLE, TENNESSEE 37243-0657
(615) 741-2859

CRITERIA FOR INTERNSHIP

Internship requirements are:

1. Complete three thousand (3,000) hours of supervised internship work or three years full time supervised internship by a licensed employee assistance professional;
2. Submit contract for internship between intern and supervising LEAP to be pre-approved by the board. Contracts will include plans for monitoring, instruction, consultation, and evaluation. One hundred (100) hours of supervision will be in person, 50 hours may be in group supervision.

Definitions

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| Intern/ | An uncertified/unlicensed employee |
| Supervisee | assistance intern - a counselor performing the duties of an employee assistance professional under the direct supervision of a licensed employee assistance professional. |
| Supervision | Ongoing monitoring, consultation, instruction, and evaluations of the intern's (supervisee's) employee assistance activities; <u>monitoring</u> - ability to oversee general activities; <u>instruction</u> - to provide or arrange ongoing training and development of employee assistance activities; <u>consultation</u> - one to one review of employee assistance activity on a regular basis; <u>evaluation</u> - written documentation of performance review. |
| Supervisor | A Tennessee state licensed employee assistance professional. |



The Tennessee Department of Labor and Workforce Development is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.
TTY: 615-532-2879; 1-800-848-0299



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Standards of Activities

The intern shall follow the same guidelines as an employee assistance professional, as follows:

A. Ethics and Professional Conduct

- 1) Comply with all standards which are prerequisite to licensure.
- 2) Examine referral practices for necessity and for ethical considerations. Signed consent forms do not release the LEAP/EAP Intern from the responsibility of avoiding actual or perceived conflict of interest. It is considered unethical for a LEAP/EAP Intern to benefit in any way from a referral or have any financial or organizational ties to referral resources with the exception of geographic constraints, previous PPO or other payer contracts.
- 3) Report suspected violations of licensure law to the EAP licensure board.

B. Record Keeping

- 1) Maintain confidential client records in accordance with federal regulation 2001 *CFR, Title 29 Volume 5, Public Acts Part 2* and applicable state law.
- 2) Document demographic data, initial assessment, EAP recommendations, and follow up contacts.

C. Supervisor/Union Representative Consultation

Provide individual consultation to supervisors and union representatives regarding the management and referral to services of employees with job performance and behavioral/medical problems.

D. Crisis Intervention

Arrange to have crisis intervention services available 24 hours a day for covered employees, family member, and the organization.

E. Assessment and Referral

- 1) Conduct an assessment to identify problems, develop a plan of action and when appropriate, refer to an appropriate resource for problem resolution.
- 2) Base referral on client needs and resources as revealed by the assessment and supported by observation and documentation.

F. Short Term Problem Resolution

Determine when it may be appropriate to provide short term problem resolution services and when to make a referral to community resources. Long term ongoing treatment is not part of the LEAP's/ EAP Intern role.

G. Monitoring and Follow Up

- 1) Review and monitor the progress of referrals.
- 2) Maintain contact with the client and treatment provider to assure that goals are being met.
- 3) Follow up with referring supervisors.

H. External Resources

- 1) Identify and evaluate community resources which provide quality assistance at reasonable cost for employees, family members, and the work organization.
- 2) Utilize those resources taking into consideration the nature and severity of the problem, treatment resources, availability of health care benefit coverage and client choice.
- 3) Help employees gain access to external resources.

I. EAP Promotion and Education

Ensure the availability and use of promotional materials and educational activities which encourage use of services by supervisors, union representatives, employees, and covered family members.

J. Evaluation

Evaluate the appropriateness, effectiveness, and efficiency of EAP services provided to clients.

K. Liability

Maintain \$1,000,000 individual/\$3,000,000 aggregate professional liability coverage.

The board expects 60% of the time served in an internship arrangement be dedicated to assessment and referral; the remainder can be allocated as appropriate.

Supervision provided by the applicant's parents, spouse (or former spouse), aunts, uncles, grandparents, grandchildren, step-children, or anyone sharing the same household, employees, former counselor(s), , will not be acceptable for fulfillment of internship requirements. For the purposes of criteria of internship, a supervisor shall not be considered an employee of the applicant, if the only compensation received by the supervisor or consists of payment for actual supervisory hours.

For a list of LEAP's in your area contact, the Department of Labor, Board of Employee Assistance Professionals at (615) 741-2858.

Finalized supervision forms, evaluations and proof of Continuing Education hours/ Professional Development hours should be sent to:

Tennessee Department of Labor & Workforce Development, Board of Employee Assistance Professionals, 404 James Robertson Parkway, Suite 1606, Nashville, TN 37243-0657.